

# Using Schedule Planner Effectively

Guide to Maximizing Planning During  
Registration

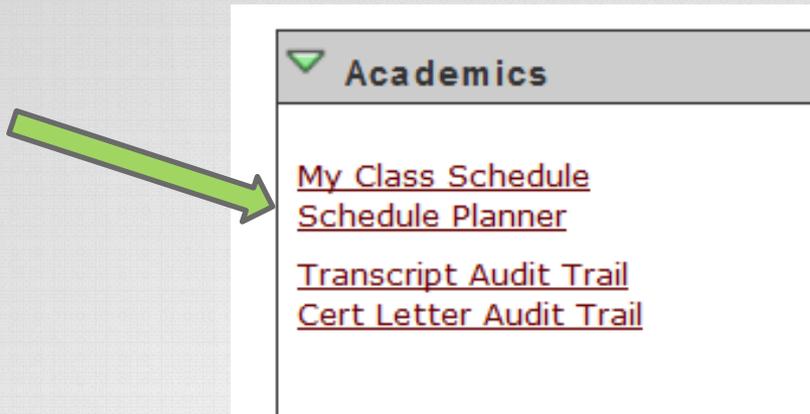
# Step 1: Finding a Starting Point

- The Schedule Planner is an extremely helpful tool, however, you need to have a starting point to make it useful.
- Start with gathering some (or one) of the courses you wish to take for the upcoming semester.
  - You can also use a "DARS report" to check your progress toward your major: <http://www.umsl.edu/services/dars/>
- Once you've determined a "base" course load (even just one class), you can then navigate to the Schedule Planner.

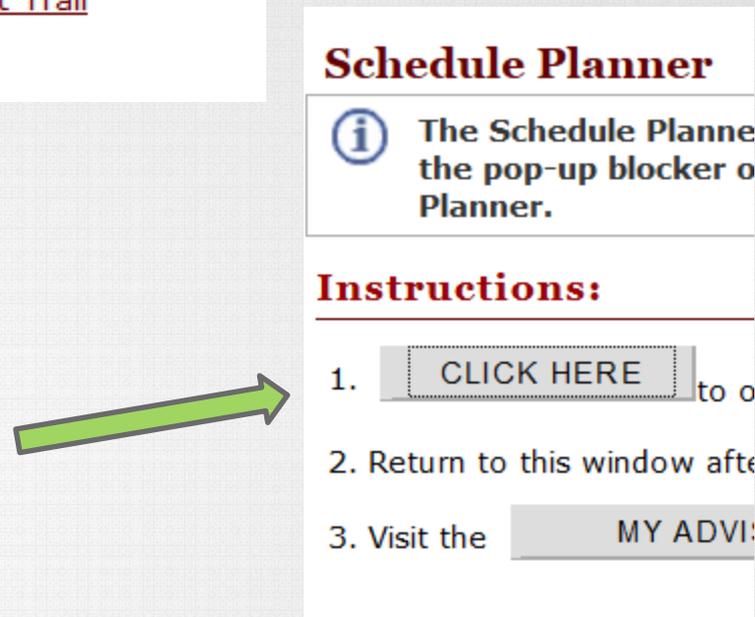


# Step 2: Navigate to Schedule Builder

- In the Student Services tab, click on the “Schedule Builder” link



- Click the “Click Here” button:



# Step 2: Navigate to Schedule Builder

- Select the correct semester, and click “Save and Continue”



**UMSL** University of Missouri—St.Louis  
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## Select Term

**Term**

2016 Spring Semester

2016 Summer Semester

2016 Fall Semester

✓ Save And Continue

# Step 2: Navigate to Schedule Builder

- Select the sessions that you wish to use for course selection, and click “Save and Continue”.
- **TIP:** It is best to simply use all of them. You can rule out sessions as you add courses.

## Select Session

- Select All Sessions**
- Eight Week - First
- Eight Week - Second
- Off Schedule - One
- Off Schedule - Two
- Regular Academic Session
- Winter Intersession

# Step 3: Creating Filters

- Check to ensure you have the correct term, sessions, and instruction modes selected
  - **TIP:** It is best to keep all of these selected to maximize options.



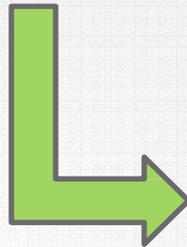
<b>Course Status</b>	Open & Full w/Waitlist Open	<input type="button" value="Change"/>	<b>Term</b>	2016 Fall Semester	<input type="button" value="Change"/>
<b>Academic Groups</b>	All Academic Groups Selected	<input type="button" value="Change"/>	<b>Sessions</b>	All Sessions Selected	<input type="button" value="Change"/>
<b>Campuses</b>	All Campuses Selected	<input type="button" value="Change"/>	<b>Instruction Modes</b>	All Instruction Modes Selected	<input type="button" value="Change"/>

# Step 3: Creating Filters

- Use the “Breaks” section to add any days/times when you cannot be in class.
  - TIP: Typically, using the "Breaks" category will decrease the amount of schedule options. If you don't use any "Breaks," you can then see all the available options.

**Breaks** + Add Break

✕



**Add New Break**

*i* Breaks are times during the day that you do not wish to take classes.

**Break Name**

**Start Time**  :

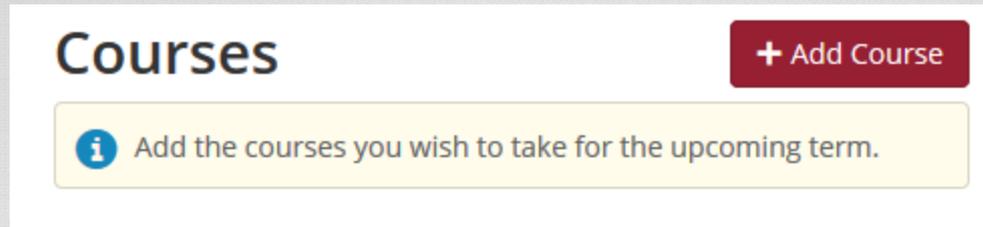
**End Time**  :

**Days**  Select Weekdays

MON TUE WED THU FRI SAT SUN

# Step 4: Adding Courses

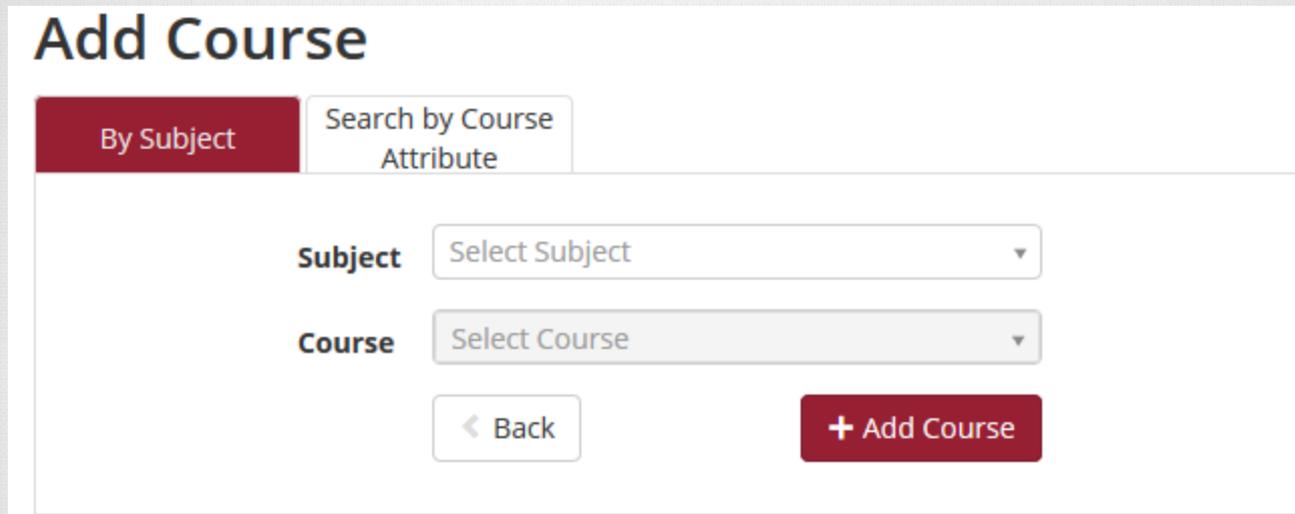
- Click the “Add Course” button



**Courses** + Add Course

i Add the courses you wish to take for the upcoming term.

- You can search by Subject or Attribute
  - Attributes are derived from MyView



## Add Course

**By Subject** Search by Course Attribute

**Subject**

**Course**

< Back + Add Course

# Step 4: Adding Courses

- Select a Subject and a corresponding course, then click “Add Course”

## Add Course

By Subject Search by Course Attribute

**Subject**

**Course**

[← Back](#) [+ Add Course](#)

Psychology 1003 - General Psychology

A survey of the basic concepts, theories, and pivotal findings over the past 100 years in the science of Psychology, with special emphasis on contemporary concepts and findings that focus on the relation of the brain to normal and pathological behaviors. All Psychology majors must complete this course with a grade of C- or higher.

# Step 4: Adding Courses

- The course selected should then appear on the right-side of the page.

## Add Course

**By Subject** Search by Course Attribute

**Subject** Psychology - Psych (53)

**Course** 1003 - General Psychology (2)

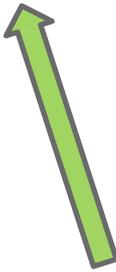
[← Back](#) [+ Add Course](#)

**Psychology 1003 - General Psychology**

A survey of the basic concepts, theories, and pivotal findings over the past 100 years in the science of Psychology, with special emphasis on contemporary concepts and findings that focus on the relation of the brain to normal and pathological behaviors. All Psychology majors must complete this course with a grade of C- or higher.

### Courses

**Psychology 1003** ⓧ  
General Psychology



- Continue to add all the courses you are considering.

# Step 4: Adding Courses

- You can have as many classes as you want to use in the scheduling process – even a full-potential schedule.
- Click the “Back” button once you’ve added all the courses.

## Add Course

**By Subject** | Search by Course Attribute

**Subject** | Interdisciplinary Courses - Intdsc (6) ▼

**Course** | 1003 - Univ Studies (2) ▼

 [← Back](#) [+ Add Course](#)

### Interdisciplinary Courses 1003 - University Studies

This course, required of all new freshmen in the College of Arts and Science and the College of Fine Arts and Communication, is designed to assist students in making the transition to the university experience and to UMSL by giving students the knowledge and tools needed to succeed as a scholar. The course will also familiarize students with the relationship between their education and their career and personal goals, and will assist in developing positive connections with faculty, staff, and peers at UMSL. Students will learn about faculty expectations, support services, and student life, as well as academic disciplines. The course counts toward the 120 credit hours needed for graduation.

### Courses

	<b>Biology 1012</b> General Biology	
	<b>English 1100</b> First-Year Writing	
	<b>History 1002</b> Amer Civ 1865 To Pres	
	<b>Interdisciplinary Courses 1003</b> Univ Studies	
	<b>Mathematics 1030</b> College Algebra	
	<b>Psychology 1003</b> General Psychology	

# Step 5: Narrowing Options

- Click on the “Options” button to open a list of all possible sections of a particular course.

## Courses

+ Add Course

<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	<b>Biology 1012</b> General Biology	 Options			
<input checked="" type="checkbox"/>	<b>English 1100</b> First-Year Writing	 Options			
<input checked="" type="checkbox"/>	<b>Mathematics 1030</b> College Algebra	 Options			
<input checked="" type="checkbox"/>	<b>Psychology 1003</b> General Psychology	 Options			



# Step 5: Narrowing Options

- You can now select/deselect any sections you can or can't attend. Click "Save & Close" when finished.

## English 1100

First-Year Writing

 Please select the classes you wish to include.

Enabled Options (3 of 10)

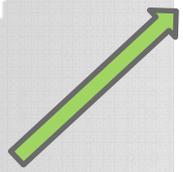
 Back

 Save & Close

	Section	Component	Seats Open	Instructor	Day(s) & Location(s)	Campus
<input type="checkbox"/>	 001	RSD	18	Instructor TBA	MW 8:00am - 9:15am - Lucas Hall -00201	Main UMSL Campus
<input type="checkbox"/>	 002	RSD	13	Instructor TBA	MW 9:30am - 10:45am - Lucas Hall -00205	Main UMSL Campus
<input checked="" type="checkbox"/>	 004	RSD	7	Instructor TBA	MW 11:00am - 12:15pm - Lucas Hall -00207	Main UMSL Campus
<input type="checkbox"/>	 005	RSD	15	Instructor TBA	MW 12:30pm - 1:45pm - Lucas Hall -00207	Main UMSL Campus
<input checked="" type="checkbox"/>	 006	RSD	16	Instructor TBA	TTh 8:00am - 9:15am - Clark Hall -00214	Main UMSL Campus
<input type="checkbox"/>	 007	RSD	14	Instructor TBA	TTh 9:30am - 10:45am - Lucas Hall -00201	Main UMSL Campus
<input type="checkbox"/>	 008	RSD	17	Instructor TBA	TTh 11:00am - 12:15pm - Lucas Hall -00206	Main UMSL Campus
<input checked="" type="checkbox"/>	 009	RSD	14	Instructor TBA	TTh 12:30pm - 1:45pm - Lucas Hall -00208	Main UMSL Campus
<input type="checkbox"/>	 010	RSD	16	Instructor TBA	TTh 2:00pm - 3:15pm - Clark Hall -00314	Main UMSL Campus
<input type="checkbox"/>	 E01	RSD	17	Instructor TBA	TTh 5:30pm - 6:45pm - Lucas Hall -00207	Main UMSL Campus

 Back

 Save & Close



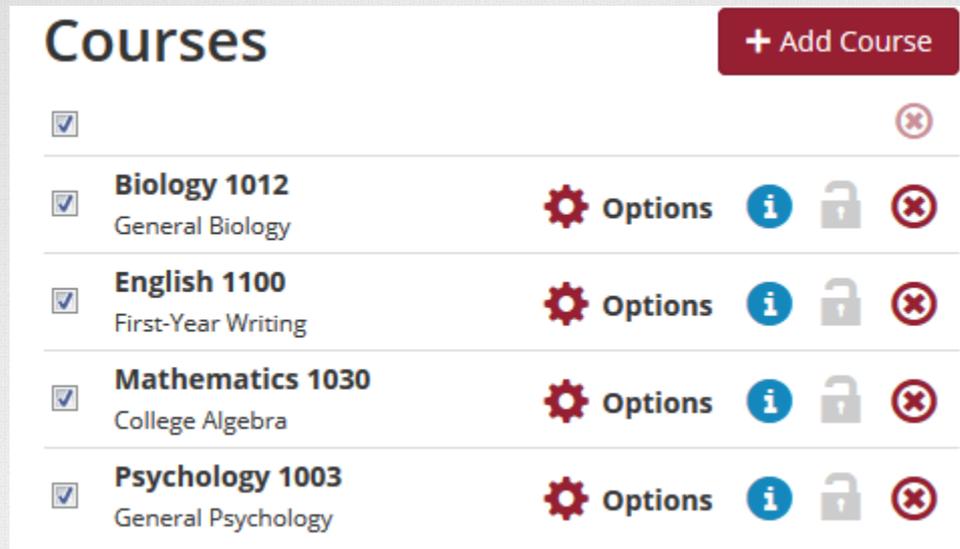
# Step 5: Narrowing Options

- NOTE: Some classes can have 'duplicate' sections (e.g. online classes, labs, or recitations), so it's best to deselect sections in the same time block/attribute. Keeping all sections selected is perfectly reasonable, however, it will most likely generate multiples of the same schedule.

<input checked="" type="checkbox"/>		002	RSD	7	Paula Coalier	MW 9:30am - 10:45am - Lucas Hall -00207	Main UMSL Campus
<input type="checkbox"/>		003	RSD	21	Deborah Maltby	MW 9:30am - 10:45am - Lucas Hall -00206	Main UMSL Campus
<input checked="" type="checkbox"/>		022	INT	12	Instructor TBA		Main UMSL Campus
<input type="checkbox"/>		023	INT	16	Instructor TBA		Main UMSL Campus
<input type="checkbox"/>		024	INT	9	Instructor TBA		Main UMSL Campus

# Step 5: Narrowing Options

- If you want to include/exclude certain classes from the list of possible schedules, you can check/uncheck the associated box next to each course. **Only courses that are checked will be utilized.**



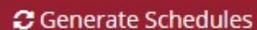
**Courses** + Add Course

<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	<b>Biology 1012</b> General Biology	Options			
<input checked="" type="checkbox"/>	<b>English 1100</b> First-Year Writing	Options			
<input checked="" type="checkbox"/>	<b>Mathematics 1030</b> College Algebra	Options			
<input checked="" type="checkbox"/>	<b>Psychology 1003</b> General Psychology	Options			

# Step 6: Generating Schedules

- Click the “Generate Schedules” button; Schedule Planner will provide all available schedule options based on the times/sections selected.

## Schedules

 Generate Schedules

 Shuffle

 Advanced Options

 Generated 4 Schedules 

View 1			Biology-1012-001-21024, English-1100-001-11317, History-1002-00A-11879, History-1002-0A2-11882, Interdisciplinary Courses-1003-001-20002, Mathematics-1030-001-11438, Psychology-1003-001-20679
View 2			Biology-1012-001-21024, English-1100-005-11323, History-1002-00A-11879, History-1002-0A2-11882, Interdisciplinary Courses-1003-001-20002, Mathematics-1030-001-11438, Psychology-1003-001-20679
View 3			Biology-1012-001-21024, English-1100-007-11325, History-1002-00A-11879, History-1002-0A2-11882, Interdisciplinary Courses-1003-001-20002, Mathematics-1030-001-11438, Psychology-1003-001-20679
View 4			Biology-1012-001-21024, English-1100-E01-11329, History-1002-00A-11879, History-1002-0A2-11882, Interdisciplinary Courses-1003-001-20002, Mathematics-1030-001-11438, Psychology-1003-001-20679

# Step 6: Generating Schedules

- If you have dozens (or hundreds!) of schedule options, you'll want to repeat Step 5 to further filter out options based on your preferences.



Generate Schedules Shuffle Advanced Options

Generated **868** Schedules



# Step 6: Generating Schedules

- Sometimes the sections you select simply won't work due to conflicts. You can find another section or course to replace it.

 There are no schedules available for the selections you have made. 

## **Detected Conflicts**

All options of **History 1002** conflict with all options of **Interdisciplinary Courses 1003**

## **General Tips**

Try removing a break or deselecting a course and click 'Generate' again.

**TIP:** If you are having trouble finding schedules, try the following steps:

1. Remove checkmarks from the course list.
2. Checkmark courses in order of preference one by one and click 'Generate Schedules' as you do this.

**TIP:** To see all options offered for a particular course, click the 'Options' link in the courses grid.

# Step 6: Generating Schedules

- If you have more than one possible schedule, you can compare up to four at a time by selecting each option; then, click “Compare”.



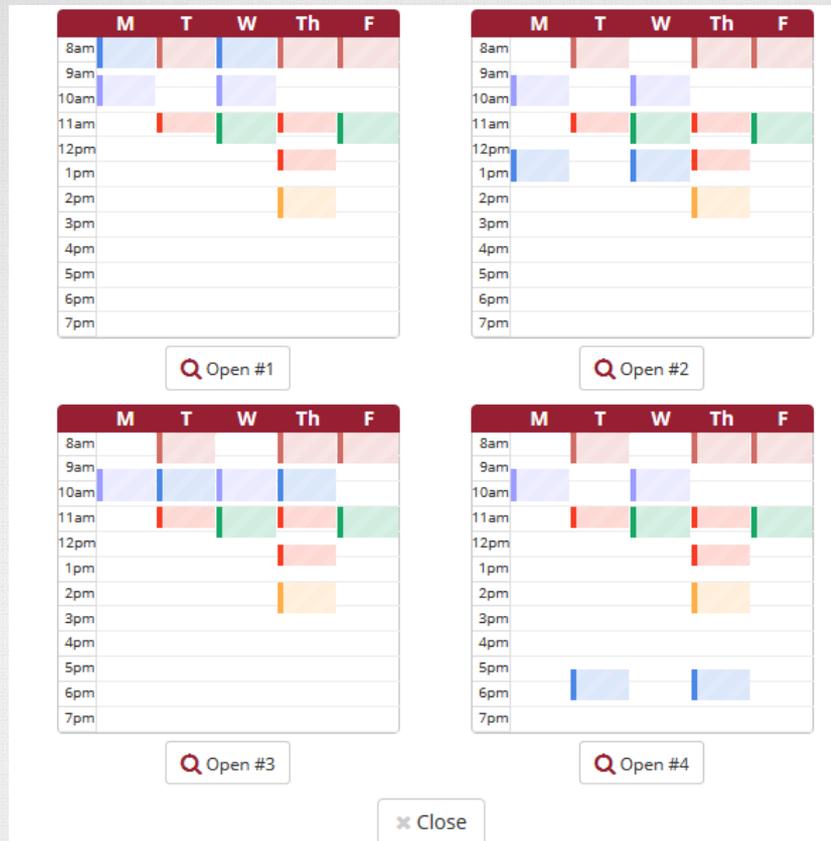
 Generated 4 Schedules 

 Compare  Select at least two schedules to compare side by side    

View 1		<input checked="" type="checkbox"/>	Biology-1012-001-21024, English-1100-001-11317, History-1002-00A-11879, History-1002-0A2-11882, Interdisciplinary Courses-1003-001-20002, Mathematics-1030-001-11438, Psychology-1003-001-20679
View 2		<input checked="" type="checkbox"/>	Biology-1012-001-21024, English-1100-005-11323, History-1002-00A-11879, History-1002-0A2-11882, Interdisciplinary Courses-1003-001-20002, Mathematics-1030-001-11438, Psychology-1003-001-20679
View 3		<input checked="" type="checkbox"/>	Biology-1012-001-21024, English-1100-007-11325, History-1002-00A-11879, History-1002-0A2-11882, Interdisciplinary Courses-1003-001-20002, Mathematics-1030-001-11438, Psychology-1003-001-20679
View 4		<input checked="" type="checkbox"/>	Biology-1012-001-21024, English-1100-E01-11329, History-1002-00A-11879, History-1002-0A2-11882, Interdisciplinary Courses-1003-001-20002, Mathematics-1030-001-11438, Psychology-1003-001-20679

# Step 6: Generating Schedules

- You can then hover your mouse-pointer over each colored box to determine the course and time. This is a quick way to assess which schedule works best for you.



# Step 6: Generating Schedules

- You can get a closer look at each schedule by clicking the “Open” button (or “View” button on the previous screen). This shows the complete schedule, along with the calendar.

	Subject	Course	Section	Class #	Seats Open	Day(s) & Location(s)	Dates	Campus	Credits
	Biology	1012	001	21024	236	WF 11:00am - 12:15pm - Social Science Business -00118	01/20/2016 - 05/13/2016	Main UMSL Campus	3
	English	1100	001	11317	18	MW 8:00am - 9:15am - Lucas Hall -00201	01/20/2016 - 05/11/2016	Main UMSL Campus	3
	History	1002	00A	11879	76	TTh 11:00am - 11:50am - Lucas Hall -00100	01/19/2016 - 05/12/2016	Main UMSL Campus	3
	History	1002	0A2	11882	16	Th 12:30pm - 1:20pm - Lucas Hall -00207	01/21/2016 - 05/12/2016	Main UMSL Campus	0
	Interdisciplinary Courses	1003	001	20002	20	Th 2:00pm - 3:15pm - Lucas Hall -00206	01/21/2016 - 05/12/2016	Main UMSL Campus	1
	Mathematics	1030	001	11438	58	T 8:00am - 9:15am - Clark Hall -00206 ThF 8:00am - 9:15am - JC Penney 50	01/19/2016 - 05/13/2016 01/21/2016 - 05/13/2016	Main UMSL Campus	3
	Psychology	1003	001	20679	375	MW 9:30am - 10:45am - Stadler Hall -05104	01/20/2016 - 05/11/2016	Main UMSL Campus	3
									16

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	English-1100-001 RSD - Lucas Hall -00201 Instructor TBA	Mathematics-1030-001 LEC - Clark Hall -00206 Shahla Peterman	English-1100-001 RSD - Lucas Hall -00201 Instructor TBA	Mathematics-1030-001 LEC - JC Penney 50 Shahla Peterman	Mathematics-1030-001 LEC - JC Penney 50 Shahla Peterman
8:15					
8:30					
8:45					
9am					
9:15					
9:30	Psychology-1003-001 LEC - Stadler Hall -05104 George Taylor		Psychology-1003-001 LEC - Stadler Hall -05104 George Taylor		
9:45					
10am					
10:15					
10:30					
10:45					
11am		History-1002-00A LEC - Lucas Hall -00100 Peter Acsay	Biology-1012-001 LEC - Social Science Business -00118 Ambrose Kidd III	History-1002-00A LEC - Lucas Hall -00100 Peter Acsay	Biology-1012-001 LEC - Social Science Business -00118 Ambrose Kidd III
11:15					
11:30					
11:45					
12pm					
12:15					
12:30					
12:45					
1pm				History-1002-0A2 RSD - Lucas Hall -00207 Brenda Thacker	
1:15					
1:30					
1:45					
2pm					
2:15					
2:30				Interdisciplinary Courses-1003-001 LEC - Lucas Hall -00206 Ryan Krull	
2:45					
3pm					

# Step 7: “Filling the Holes”

- If you only entered a few classes initially, you can then use this “base” schedule to find natural spaces to add additional classes.

The image shows a weekly class schedule grid with five columns representing the days of the week: Monday, Tuesday, Wednesday, Thursday, and Friday. The rows represent time slots from 8am to 12:15pm. The grid contains several class entries, each with a colored border and an information icon (i) and a lock icon (🔒). The highlighted empty slots are:

- Monday:** 8:00-9:15 (green border)
- Tuesday:** 9:15-10:30 (yellow border)
- Wednesday:** 8:00-9:15 (green border)
- Thursday:** 9:15-10:30 (yellow border)
- Friday:** 11:15-12:15 (purple border)

The existing class entries are:

- Monday:** Psychology-1003-001 (LEC - Stadler Hall -05104, George Taylor) (pink background)
- Tuesday:** Mathematics-1030-001 (LEC - Clark Hall -00206, Shahla Peterman) (blue background)
- Wednesday:** Psychology-1003-001 (LEC - Stadler Hall -05104, George Taylor) (pink background)
- Thursday:** Mathematics-1030-001 (LEC - JC Penney 50, Shahla Peterman) (blue background)
- Friday:** Mathematics-1030-001 (LEC - JC Penney 50, Shahla Peterman) (blue background)
- Wednesday:** Biology-1012-001 (LEC - Social Science Business -00118, Ambrose Kidd III) (green background)
- Thursday:** Biology-1012-001 (LEC - Social Science Business -00118, Ambrose Kidd III) (green background)
- Friday:** Biology-1012-001 (LEC - Social Science Business -00118, Ambrose Kidd III) (green background)

# Step 7: “Filling the Holes”

- You can then use MyView in conjunction with Schedule Planner to find classes during specific times that meet a specific (or any) requirement.

▼ **Additional Search Criteria**

**Meeting Start Time** greater than or equal to

**Meeting End Time** less than or equal to

**Days of Week** include only these days

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

**Instructor Last Name** begins with

**Class Nbr**  ?

**Course Keyword**  ?

**Minimum Units** greater than or equal to

**Maximum Units** less than or equal to

**Course Component**

**Session**

**Mode of Instruction**

**Campus**

**Location**

**Course Attribute**

**Course Attribute Value**

CLEAR SEARCH

# Step 8: Registration

- Open a new tab in your internet browser, and navigate to MyView. Open the Enrollment Request option and proceed as normal. You can actually copy/paste the Class # from Schedule Planner into the “Class Nbr.” box in MyView.

			Subject	Course	Section	Class #
			Biology	1012	001	21024
			Mathematics	1030	001	11438
			Psychology	1003	001	20679

Class Nbr:

Related Class 1:

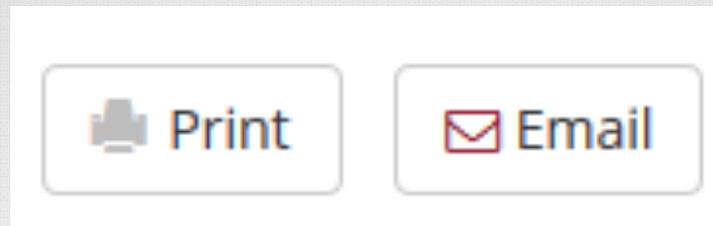
Related Class 2:

Start Date:

Instructor ID:

# Step 9: Print/Email Schedule

- You can either print the schedule or send it to your UMSL email address using the buttons at the top of the schedule.



- Use Print Preview when printing the schedule, and adjust the size of page accordingly (sometimes it can print across 2-3 pages depending on the gaps between classes).